

Office of the
Legislative Fiscal Analyst

FY 2005 Budget Recommendations

Joint Appropriations Subcommittee for
Health and Human Services

Utah Department of Human Services
Executive Director Operations

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1.0 Summary: Executive Director Operations

The Executive Director Operations (EDO) division includes the Department Director's Office and various bureaus that serve other divisions in the department such as Fiscal Operations, Human Resource Management, and the Office of Technology. It also includes programs that are independent of the other department divisions such as the Governor's Council for People with Disabilities, Foster Care Citizens' Review Boards, and the Office of Services Review which includes the Child Protection Ombudsman.

Financial Summary

The Fiscal Analyst recommends an FY 2005 appropriation for EDO totaling approximately \$19 million, including \$7.2 million from the General Fund.

	Analyst FY 2005 Base	Analyst FY 2005 Changes	Analyst FY 2005 Total
Financing			
General Fund	\$6,870,700	\$369,600	\$7,240,300
Federal Funds	8,770,000	102,300	8,872,300
Dedicated Credits Revenue	1,888,700		1,888,700
Transfers-H-Medical Assistance	769,500	32,700	802,200
Transfers-Other Agencies	152,400		152,400
Total	\$18,451,300	\$504,600	\$18,955,900
Programs			
Executive Director's Office	\$1,818,300	\$0	\$1,818,300
Legal Affairs	1,333,900		1,333,900
Information Technology	4,117,900		4,117,900
Administrative Support	3,125,500		3,125,500
Fiscal Operations	2,606,600		2,606,600
Human Resources	1,400,900	533,400	1,934,300
Local Discretionary	1,492,000		1,492,000
Special Projects	40,500		40,500
Services Review	1,130,200	(28,800)	1,101,400
Developmental Disabilities Council	746,500		746,500
Foster Care Citizens Review Boards	639,000		639,000
Total	\$18,451,300	\$504,600	\$18,955,900
FTE/Other			
Total FTE	201	11	212
Vehicles	11	0	11

2.0 Issues: Executive Director Operations (EDO)

2.1 Previous Budget Reductions:

Since 2002, the EDO budget has seen its General Fund appropriation reduced by approximately \$2.1 million in administrative and program reductions. This is about 25 percent below the original FY 2002 appropriated budget. This includes a reduction of 50 percent of the Foster Care Citizens Review Boards' budget, from \$1.2 million (\$665,000 General Fund) to \$655,000 (\$330,800 General Fund), eliminating about one-half the number of paid positions (10 FTEs). See Additional Information Section 4.1 in this report for a five year budget history.

2.2 Transfer of Overpayments Recovery Function

The 2003 Legislature passed HB 31, "Workforce Services Overpayment Amendments," which transferred the recovery overpayments responsibility from the Office of Recovery Services (ORS) to the Department of Workforce Service (DWS), effective in FY 2004. In addition to funds transferred from ORS to DWS, the Legislature also included a transfer of \$67,700 (\$37,600 General Fund), plus one FTE staff, from EDO (Administrative Hearings) to DWS.

2.3 Department of Workforce Services' "eREP" Data System Requirements

Modifications to existing Department of Human Services' data systems are required to enable them to communicate with the Department of Workforce Services' (DWS) new data system ("eREP") which will replace PACMIS. It requests \$463,900 of additional General Fund appropriations (one-time) for FY 2005 for contracted programming services.

2.4 Consolidation of Department Human Resource Personnel

The Department's Office of Human Resources (OHR) recently consolidated all human resource functions in the Department. All 55 FTEs now work under direction of the Department's HR director. However, 16 of the 55 FTEs are still working at the State Hospital, Developmental Center and at the Office of Recovery Services and their budgets are still a part of those respective office budgets. Nineteen FTE positions and related budgets need to be transferred from other divisions in the Department to EDO, including a transfer of \$251,500 of General Funds from the Division of Youth Corrections. The Analyst's FY2005 recommended budget reflects these transfers to OHR except the transfer from Youth Corrections which needs action by the Executive Appropriations Committee. The consolidation will also require legislative action on a supplemental appropriation for FY 2004.

2.5 Legislative Intent Language:

The 2003 Legislature included the following intent language in the FY 2004 EDO appropriation for the Department of Human Services:

Impact of Budget Cuts

“It is the intent of the Legislature that the Department of Human Services and the Legislative Fiscal Analyst's Office project the effects of the cuts made to the Department beginning in FY 2002. Particular notice shall be paid to the human toll of loss of services by individuals and families, and to the degree which cost-shifting to other, more expensive services occurs in the health and human services sector. The Department of Human Services shall report its findings to the Health and Human Service Appropriations Subcommittee.

The Department will report to the Subcommittee during the General Session.

Administrative and Services Cost Report

“It is the intent of the Legislature that the budget analysis for the Department of Human Services be presented with a breakdown between costs of administration and services delivered and the number of citizens served and categorized by cost and type of service.”

This information will be presented to the subcommittee during one of its early committee meetings during the 2004 session.

3.0 Programs – Executive Director Operations

Performance Measures The Analyst is not including any performance measures directly related to functions in the Executive Director’s Office. All measures used in the divisions are an indirect reflection of the effectiveness of this office. The Executive Director will report in greater extent to the subcommittee on the department’s outcome and performance measures.

3.1 Executive Director’s Office

Recommendation The Analyst recommends an FY 2005 budget of approximately \$1.8 million including \$625,200 from the General Fund.

	2003 Actual	2004 Estimated*	2005 Analyst	Est/Analyst Difference
Financing				
General Fund	\$729,000	\$625,200	\$625,200	\$0
General Fund, One-time		2,100		(2,100)
Federal Funds	658,805	1,195,200	1,193,100	(2,100)
Dedicated Credits Revenue	2,395			
Total	<u>\$1,390,200</u>	<u>\$1,822,500</u>	<u>\$1,818,300</u>	<u>(\$4,200)</u>
Expenditures				
Personal Services	\$1,137,203	\$1,013,250	\$1,012,100	(\$1,150)
In-State Travel	4,191	6,100	6,100	
Out of State Travel	7,365	16,100	16,100	
Current Expense	212,437	594,650	599,900	5,250
DP Current Expense	29,003	192,400	184,100	(8,300)
Total	<u>\$1,390,200</u>	<u>\$1,822,500</u>	<u>\$1,818,300</u>	<u>(\$4,200)</u>
FTE/Other				
Total FTE	11	11	11	0

*Non-state funds as estimated by agency

Purpose The Executive Director’s Office is responsible for the overall direction of the Department. This includes administration and support, public relations, legislative liaison, planning and policy development.

3.2 Legal Affairs

Recommendation

The Analyst recommends an FY 2005 budget of approximately \$1.3 million, including \$657,800 from the General Fund. The recommendation includes additional federal Medicaid funds the Office of Public Guardian (part of the Legal Affairs program) is now drawing for Medicaid eligible services.

	2003 Actual	2004 Estimated*	2005 Analyst	Est/Analyst Difference
Financing				
General Fund	\$629,900	\$657,800	\$657,800	\$0
General Fund, One-time		1,400		(1,400)
Federal Funds	127,762	341,700	340,500	(1,200)
Dedicated Credits Revenue		30,000	30,000	
Transfers-H-Medical Assistance	244,297	305,800	305,600	(200)
Transfers-Other Agencies	66,541			
Total	<u>\$1,068,500</u>	<u>\$1,336,700</u>	<u>\$1,333,900</u>	<u>(\$2,800)</u>
Expenditures				
Personal Services	\$782,854	\$832,903	\$830,100	(\$2,803)
In-State Travel	14,300	15,500	15,500	
Out of State Travel	1,153	1,400	1,400	
Current Expense	97,620	284,797	283,800	(997)
DP Current Expense	29,917	32,100	32,100	
Other Charges/Pass Thru	142,655	170,000	171,000	1,000
Total	<u>\$1,068,500</u>	<u>\$1,336,700</u>	<u>\$1,333,900</u>	<u>(\$2,800)</u>
FTE/Other				
Total FTE	13	14	14	0

*Non-state funds as estimated by agency

Purpose

This office consists of the following units and offices:

Administrative Hearings conducts hearings required by state and federal law where persons may appeal decisions of administrative agencies in the Department. Among the programs served are child abuse or neglect findings, child support enforcement, foster parent due process, licensing, and disciplinary proceedings by Division of Youth Corrections. This Office lost one in-house attorney, but is now contracting with the AG's Office for those services.

The Office of Public Guardian was created by the 1999 Legislature. Its functions include serving as a guardian or conservator for individuals found to be incapacitated when no other person is willing and available to do so, and educating the public about the role and function of guardians and conservators.

Office of Public Guardian Expands Budget and Operations

In FY 2003, the Office of Public Guardian discovered that it could draw federal Medicaid funds for many of its services to Medicaid-eligible clients. This resulted in one-time funds for expenses incurred in FY 2003 of about \$200,000. For FY 2004 and subsequent years it is expected that up to \$255,000 of Medicaid funds will augment the Office's budget, which will double its operating budget. The Office has hired three additional staff persons (2.125 FTEs), one guardian services provider, one trainer/admin staff, and one part-time nurse. It also is planning to use some one-time carry-forward funds from FY 2003 on a guardianship case management system.

3.3 Information Technology

The Analyst recommends an FY 2005 budget of approximately \$4.1 million including \$865,000 from the General Fund.

Recommendation

	2003 Actual	2004 Estimated*	2005 Analyst	Est/Analyst Difference
Financing				
General Fund	\$887,097	\$865,000	\$865,000	\$0
General Fund, One-time		1,900		(1,900)
Federal Funds	958,947	1,210,000	1,207,300	(2,700)
Dedicated Credits Revenue		1,862,900	1,858,700	(4,200)
Transfers - H - Medical Assistance	123,238	126,600	126,600	
Transfers - Other Agencies	1,971,919	60,300	60,300	
Total	\$3,941,200	\$4,126,700	\$4,117,900	(\$8,800)
Expenditures				
Personal Services	\$2,565,267	\$2,668,185	\$2,659,200	(\$8,985)
In-State Travel	19,546	19,900	19,900	
Out of State Travel	715	2,900	2,900	
Current Expense	236,620	239,600	239,600	
DP Current Expense	1,119,052	1,196,115	1,196,300	185
Total	\$3,941,200	\$4,126,700	\$4,117,900	(\$8,800)
FTE/Other				
Total FTE	39	38	38	0
Vehicles	5	5	5	0

*Non-state funds as estimated by agency

Purpose

This office is responsible for the support, enhancement and maintenance of the department's data processing network and automated applications, including system design, development, implementation, and data security. It also provides resources to support, enhance and maintain the Unified Social Services Delivery System (USSDS), the Office of Recovery Services Information System (ORSIS), the Child Welfare Information System (SAFE), and other automated applications that support the department's services.

DHS Data Systems Need Programming Changes

Modifications to existing Department of Human Services' data systems are required to enable them to communicate with the Department of Workforce Services' new data system ("eREP") which will replace PACMIS. DHS currently uses PACMIS to determine and record eligibility for Medicaid services in the Department's SAFE and USSDS systems. The Executive Director Office's Information Technology Office will contract out for these programming changes in these data systems. It requests a one-time appropriation of \$660,300 (\$463,900 General Fund). The Analyst sees this as a crucial funding need for the Human Services department and would recommend this amount if funds become available. Non-lapsing intent language would also be needed.

3.4 Administrative Support Services

Recommendation

The Analyst's FY 2005 recommendation for Administrative Support Services totals approximately \$3.1 million, with \$1.9 million from the General Fund.

	2003 Actual	2004 Estimated*	2005 Analyst	Est/Analyst Difference
Financing				
General Fund	\$1,987,200	\$1,903,400	\$1,903,400	\$0
General Fund, One-time		5,600		(5,600)
Federal Funds	1,099,900	1,225,900	1,222,100	(3,800)
Total	\$3,087,100	\$3,134,900	\$3,125,500	(\$9,400)
Expenditures				
Personal Services	\$2,599,262	\$2,660,824	\$2,652,100	(\$8,724)
In-State Travel	39,961	40,536	40,900	364
Out of State Travel	3,285	3,600	3,600	
Current Expense	336,174	323,465	323,400	(65)
DP Current Expense	108,418	106,475	105,500	(975)
Total	\$3,087,100	\$3,134,900	\$3,125,500	(\$9,400)
FTE/Other				
Total FTE	51	51	51	0
Vehicles	5	5	5	0

*Non-state funds as estimated by agency

Purpose

This Office consists of the following functions:

The Office of Administrative Support is responsible for facilities management and planning, risk management, "Americans with Disabilities Act" coordination, emergency management, and constituent services. It provides such general services as mailing, distribution and forms control.

The Office of Licensing is authorized to license public and private agencies that provide various human service programs. The Office proposes and enforces laws, rules and due process procedures in issuing and reviewing licenses. A schedule of license fees is at the end of this report.

3.5 Fiscal Operations

Recommendation

The Analyst's FY 2005 recommendation for Fiscal Operations totals approximately \$2.6 million, with about \$1.0 million from the General Fund.

	2003 Actual	2004 Estimated*	2005 Analyst	Est/Analyst Difference
Financing				
General Fund	\$1,101,600	\$1,008,400	\$1,008,400	\$0
General Fund, One-time		4,000		(4,000)
Federal Funds	1,535,800	1,602,200	1,598,200	(4,000)
Total	<u>\$2,637,400</u>	<u>\$2,614,600</u>	<u>\$2,606,600</u>	<u>(\$8,000)</u>
Expenditures				
Personal Services	\$2,321,945	\$2,297,688	\$2,292,300	(\$5,388)
In-State Travel	5,057	5,450	5,500	50
Out of State Travel	5,167	4,000	4,000	
Current Expense	220,626	221,762	221,700	(62)
DP Current Expense	84,605	85,700	83,100	(2,600)
Total	<u>\$2,637,400</u>	<u>\$2,614,600</u>	<u>\$2,606,600</u>	<u>(\$8,000)</u>
FTE/Other				
Total FTE	36	34	34	0

*Non-state funds as estimated by agency

Purpose

This office provides financial services and information to the department, and functions as the liaison between the Department of Human Services and the Division of Health Care Financing regarding Medicaid rate issues. The Bureau of Finance is responsible for cost allocations for federal grants, purchasing, accounting, cash management, and manages the Bureau of Budget. The Bureau of Budget oversees the Department's appropriation request, budgeting and forecasting process. The Bureau of Internal Review and Audit reports to the department management on fiscal accountability, efficiency, economy, and effectiveness of programs and services. The Bureau of Contract Management is responsible for oversight of all Department contract functions, including policy and standards, procurement, establishing rates for client services, technical assistance and process, and monitoring of service contractors.

3.6 Human Resources

Recommendation

The Analyst's FY 2005 budget for the Human Resources Office totals approximately \$1.9 million, with \$1,005,900 from the General Fund. This amount includes the transfer in of \$398,400 (General Fund) from other Department agencies as part of the consolidation of human resources specialists.

	2003 Actual	2004 Estimated*	2005 Analyst	Est/Analyst Difference
Financing				
General Fund	\$573,374	\$607,500	\$1,005,900	\$398,400
General Fund, One-time		1,900		(1,900)
Federal Funds	614,726	795,300	895,700	100,400
Transfers-H-Medical Assistance			32,700	32,700
Total	\$1,188,100	\$1,404,700	\$1,934,300	\$529,600
Expenditures				
Personal Services	\$1,025,227	\$1,076,479	\$1,604,800	\$528,321
In-State Travel	4,039	7,500	7,500	
Current Expense	113,530	258,021	258,000	(21)
DP Current Expense	45,303	62,700	64,000	1,300
Total	\$1,188,100	\$1,404,700	\$1,934,300	\$529,600
FTE/Other				
Total FTE	16	19	31	12

*Non-state funds as estimated by agency

Purpose

The Office of Human Resources (OHR) administers human resource and payroll functions for the Department, including job analysis, recruitment, selection, training and development, position classification, compensation, and employee relations. The Office provides consultation, technical assistance, and ensures Department compliance with Human Resource Management rules and federal statutes such as ADA (Americans with Disabilities Act), FMLA (Family Medical Leave Act), and FLSA (Fair Labor Standards Act). OHR provides human resource services to the approximately 5,000 employees in the Department. It processed over 453 new hires, plus 520 seasonal or other temporary employees during the last fiscal year.

Consolidation of HR personnel

During the 2003 calendar year, OHR consolidated all human resource functions in the Department. All 55 FTEs now work under direction of the Department's HR director. However, 16 of the 55 FTEs are still working at the State Hospital, Developmental Center and at the Office of Recovery Services and their budgets are still a part of those respective office budgets. The Analyst agrees with the justifications of this consolidation. The FY 2005 recommended budget for OHR reflects an increase of 11.65 FTEs, and their related budgets, transferred in from other divisions, whose budgets are in the Health and Human Services appropriations subcommittee. The result is a net zero change in General Funds. The transfer of 7.25 FTEs and \$251,100 General Funds from the Division of Youth Corrections needs action by the Executive Appropriations Committee as those funds are in another subcommittee. General Funds and FTE transfers are shown below:

Amounts included in Analyst's recommended FY 2005 budget:

From:	To:	Amount	FTEs
DSAMH	EDO-OHR	\$10,500	0.5
DSPD	"	26,100	1.38
DCFS	"	356,800	9.52
<u>DAAS</u>	"	<u>5,000</u>	<u>0.25</u>
Totals:	"	\$398,400	11.65

For Executive Appropriations Committee Action (if subcommittee recommends):

Div Youth Corr: EDO-OHR \$251,100 7.25

**HR Reorganization
appears to have
shifted funds across
line items.**

During FY 2004, the Office of Human Resources' "authorized budget" was increased by \$884,300 of "Revenue Transfers" from other agencies. While the Analyst understands the justifications for the reorganization, the process of using "transfers" to move the position-related funds across line items seems questionable. During the 2002 interim, the Fiscal Analyst reported on the use of such transfers and made the following recommendation:

The Analyst recommends that the definition of Revenue Transfers limits, where appropriate, future instances in which agencies use transfers to increase programs and personnel.

The Analyst further recommends that Legislative appropriation subcommittees review Revenue Transfers on a case-by-case basis to determine those occasions in which Revenue Transfers would be more properly characterized as reallocations. In such cases, the Analyst recommends that subcommittees submit to the Executive Appropriations Committee negative appropriations from one or more line items and equally offsetting positive appropriations in other line items. (Emphasis added).

For FY 2004, the Fiscal Analyst recommends that the Legislature change the appropriated budget to reflect this reorganization through a supplemental appropriation item rather than through "Revenue Transfers."

3.7 Local Discretionary Pass-through

Recommendation

The Analyst recommends an FY 2005 budget of approximately \$1.5 million, all federal funds.

	2003	2004	2005	Est/Analyst
	Actual	Estimated*	Analyst	Difference
Financing				
Federal Funds	\$1,438,400	\$1,492,000	\$1,492,000	\$0
Total	\$1,438,400	\$1,492,000	\$1,492,000	\$0
Expenditures				
Other Charges/Pass Thru	\$1,438,400	\$1,492,000	\$1,492,000	\$0
Total	\$1,438,400	\$1,492,000	\$1,492,000	\$0
FTE/Other				

*Non-state funds as estimated by agency

Purpose

This budget includes the Social Services Block Grant (SSBG) portion passed through to local governments. Since the early 1990's, the division has passed through about nine percent of the state's grant. Since FFY 1997 (Federal Fiscal Year), this block grant has been reduced approximately 23%, from \$2.5 billion to \$1.9 billion in FFY 1999 and was cut again in FY 2001 and 2002. The portion passed on to local entities has likewise been reduced. For BOTH FY 2004 and FY 2005, the SSBG passed through is expected to be about \$1.4 million.

This program also includes the federal Ogden Urban Enterprise Grant with an estimated \$290,000 in FY 2005. This ten-year grant has received a two-year extension, expiring now in FY 2006. The total amount of the grant has not changed. Department passes the funds through to Ogden City for a variety of urban issues such as efforts to reduce drug abuse, increase effectiveness of law enforcement, improved access, etc.

3.8 Special Projects

Recommendation

The Analyst recommends an appropriation of \$40,500 (\$39,000 General Funds), for this program for FY 2005. Given the small amount involved in this program, the Analyst recommends that in future years, this program be rolled into other existing EDO programs.

	2003	2004	2005	Est/Analyst
Financing	Actual	Estimated*	Analyst	Difference
General Fund	\$42,500	\$39,000	\$39,000	\$0
Federal Funds		1,500	1,500	
Lapsing Balance	(6,100)			
Total	\$36,400	\$40,500	\$40,500	\$0
Expenditures				
Current Expense	\$36,400	\$40,500	\$40,500	\$0
Total	\$36,400	\$40,500	\$40,500	\$0
FTE/Other				
*Non-state funds as estimated by agency				

Purpose

No staff is funded directly in this program. The appropriated funds are used for the following special projects:

Carousel Project: This is a flexible funding source for difficult placements of children who have been in programs in more than one area and have failed. These children have typically been in Child and Family Services, Mental Health, and Youth Corrections programs.

Single Audit: This is a billing from the State Auditor for expenses incurred in the financial audit required by the Federal Government.

3.9 Bureau of Services Review

Recommendation

The Analyst's FY 2005 budget for this program totals approximately \$1.1 million, with \$721,400 from the General Fund. This amount includes the recommendation to transfer one position from the Office of Child Protection Ombudsman to the Office of Recovery Services, along with \$28,800 in General Fund. Shifting workload and a reassignment of duties prompted this move. A supplemental appropriation will be recommended for FY 2004 as this position has already been moved.

	2003	2004	2005	Est/Analyst
Financing	Actual	Estimated*	Analyst	Difference
General Fund	\$759,600	\$750,200	\$721,400	(\$28,800)
General Fund, One-time		2,000		(2,000)
Federal Funds	172,583	197,800	197,300	(500)
Dedicated Credits Revenue	20,797			
Transfers-H-Medical Assistance	147,197	183,200	182,700	(500)
Lapsing Balance	(106,877)			
Total	\$993,300	\$1,133,200	\$1,101,400	(\$31,800)
Expenditures				
Personal Services	\$840,802	\$969,167	\$937,300	(\$31,867)
In-State Travel	18,154	13,100	13,100	
Out of State Travel	1,093			
Current Expense	93,323	116,563	116,600	37
DP Current Expense	39,928	34,370	34,400	30
Total	\$993,300	\$1,133,200	\$1,101,400	(\$31,800)
FTE/Other				
Total FTE	17	17	16	(1)

*Non-state funds as estimated by agency

Purpose

The Office of Services Review coordinates and monitors the Department's efforts to comply with state and federal regulations, court rulings, and Division of Child and Family Services policies. This includes performing quality control and compliance reviews of child protective services programs and foster care cases in the Division.

Office of Child Protection Ombudsman was created by the Department in January 1996 to investigate complaints filed against the Division of Child and Family Services and make recommendations regarding the findings of those investigations. This Office was

3.10 Governor's Council for People with Disabilities

Recommendation

The Analyst's FY 2005 budget for the Governor's Council for People with Disabilities totals \$746,500, with \$84,900 from the General Fund and most of the balance from federal grants.

	2003 Actual	2004 Estimated*	2005 Analyst	Est/Analyst Difference
Financing				
General Fund	\$82,900	\$84,900	\$84,900	\$0
General Fund, One-time		300		(300)
Federal Funds	500,255	570,300	569,500	(800)
Transfers-Other Agencies	71,921	92,100	92,100	
Lapsing Balance	24			
Total	<u>\$655,100</u>	<u>\$747,600</u>	<u>\$746,500</u>	<u>(\$1,100)</u>
Expenditures				
Personal Services	\$280,385	\$317,546	\$316,600	(\$946)
In-State Travel	6,729	6,250	6,300	50
Out of State Travel	6,601	6,600	6,600	
Current Expense	76,757	81,604	81,600	(4)
DP Current Expense	18,147	18,100	18,100	
Other Charges/Pass Thru	266,481	317,500	317,300	(200)
Total	<u>\$655,100</u>	<u>\$747,600</u>	<u>\$746,500</u>	<u>(\$1,100)</u>
FTE/Other				
Total FTE	6	7	7	0

*Non-state funds as estimated by agency

Purpose

Like all states, Utah has decided to participate in the federal Developmental Disabilities Assistance and Bill of Rights Act. This federal law provides funds for grants for innovative, pilot service programs for people with disabilities. It also requires every participating state to have a council to serve as a coordinating, advocacy and long range planning body for people with disabilities. The Utah Governor's Council for People with Disabilities functions in this role and it awards and monitors the federal grants and evaluates their effectiveness.

Utah Access Network

The Council also administers the "Access Utah Network" program. The State Offices of Education and Rehabilitation, and the Departments of Health and Human Services fund this information delivery system jointly. Its purpose is to provide information to persons with disabilities and their families regarding services and programs available, the Americans with Disabilities Act (ADA), and availability of assistive technology. It operates a toll-free telephone service, maintains an Internet home page, a Cooperative Service Directory of program service providers, a used equipment data bank, an ADA resource library, and a listing of assistive technology equipment available nationwide.

3.11 Foster Care Citizens' Review Board

Recommendation

The Analyst's FY 2005 recommended budget for the Foster Care Citizens' Review Board (FCCRB) system totals \$639,000, with \$329,300 from the General Fund. The FY 2004 estimated amounts reflects action of the 2003 General Session which reduced the budget of the FCCRB by approximately 50 percent.

	2003 Actual	2004 Estimated*	2005 Analyst	Est/Analyst Difference
Financing				
General Fund	\$653,029	\$329,300	\$329,300	\$0
General Fund, One-time		1,500		(1,500)
Federal Funds	277,658	155,900	155,100	(800)
Transfers-H-Medical Assistance	287,546	155,300	154,600	(700)
Beginning Nonlapsing	61,150			
Lapsing Balance	(94,583)			
Total	\$1,184,800	\$642,000	\$639,000	(\$3,000)
Expenditures				
Personal Services	\$860,366	\$502,416	\$500,800	(\$1,616)
In-State Travel	13,402	4,350	4,400	50
Out of State Travel	168			
Current Expense	239,156	116,034	115,000	(1,034)
DP Current Expense	71,707	19,200	18,800	(400)
Total	\$1,184,800	\$642,000	\$639,000	(\$3,000)
FTE/Other				
Total FTE	18	11	11	0
Vehicles	1	1	1	0

*Non-state funds as estimated by agency

Purpose

The Foster Care Citizens' Review Board (FCCRB) was started as a pilot project in 1993 to evaluate an alternative method of reviewing foster care cases. The Legislature established the FCCRB as a statewide, independent, agency in 1997 (U.C. 78-3g) to comply with federal statute that requires the status of all children in foster care be reviewed at least every six months. Prior to the establishment of the FCCRB system, these reviews were accomplished through an administrative review process in the Division of Child and Family Services. The FCCRB verifies and assures that foster children are in appropriate placements and are moving through the system in a timely manner. The citizen boards are advisory and can only make recommendations to the Department or to the courts.

The FCCRB agency is governed by a 16-member steering committee representing, the Department of Human Services, the Juvenile Court, the Guardian Ad Litem, the Foster Parent Association, independent child advocates, service providers, and FCCRB volunteers. A full-time director and nine other full-time and part-time employees provide support to the Boards.

Impact of budget reduction

Prior to FY 2004 there were 46 volunteer boards located throughout the State, which were staffed by 440 volunteer board members. As a result of last year's budget reduction, the number of paid staff has been halved, volunteer board members has been reduced to about 350 and the number of reviews will be reduced to about 900 from 2,100 annually.

FCCRB procedures and organization under review

The Court Improvement Project has awarded Utah Children a contract to study the FCCRB operations and structure. This study will assist in determining the most effective manner of conducting reviews and recommend any necessary organizational and procedural changes. This report is expected to be made to the Court Improvement Project in February, 2004.

4.0 Additional Information: Executive Director Operations

4.1 Funding History

	2001	2002	2003	2004	2005
Financing	Actual	Actual	Actual	Estimated*	Analyst
General Fund	\$8,524,900	\$8,188,133	\$7,446,200	\$6,870,700	\$7,240,300
General Fund, One-time		655,200		20,700	
Federal Funds	8,100,635	7,680,679	7,384,836	8,787,800	8,872,300
Dedicated Credits Revenue	104,010	86,249	23,192	1,892,900	1,888,700
GFR-IT Innovation Fund	7,000				
Transfers-H-Medical Assistance	608,642	655,656	802,278	770,900	802,200
Transfers-Other Agencies	2,343,393	2,392,728	2,110,380	152,400	152,400
Beginning Nonlapsing		100,000	61,150		
Closing Nonlapsing	(100,000)	(61,150)			
Lapsing Balance	(33,500)	(32,295)	(207,536)		
Total	\$19,555,080	\$19,665,200	\$17,620,500	\$18,495,400	\$18,955,900
Programs					
Executive Director's Office	\$2,293,070	\$1,509,000	\$1,390,200	\$1,822,500	\$1,818,300
Legal Affairs	1,099,858	995,500	1,068,500	1,336,700	1,333,900
Information Technology	4,149,568	4,136,200	3,941,200	4,126,700	4,117,900
Administrative Support	3,285,463	3,226,500	3,087,100	3,134,900	3,125,500
Fiscal Operations	2,644,419	2,644,500	2,637,400	2,614,600	2,606,600
Human Resources	1,278,871	1,235,400	1,188,100	1,404,700	1,934,300
Local Discretionary	1,607,793	1,498,000	1,438,400	1,492,000	1,492,000
Special Projects	855,195	785,200	36,400	40,500	40,500
Services Review	404,877	980,100	993,300	1,133,200	1,101,400
Developmental Disabilities Council	698,769	688,000	655,100	747,600	746,500
Foster Care Citizens Review Boards	1,237,197	1,311,600	1,184,800	642,000	639,000
Families Agencies Communities Together		655,200			
Total	\$19,555,080	\$19,665,200	\$17,620,500	\$18,495,400	\$18,955,900
Expenditures					
Personal Services	\$12,793,506	\$12,697,689	\$12,413,311	\$12,338,458	\$12,805,300
In-State Travel	135,801	139,237	125,379	118,686	119,200
Out of State Travel	56,970	34,033	25,548	34,600	34,600
Current Expense	2,864,680	3,319,651	1,662,644	2,276,996	2,280,100
DP Current Expense	1,815,089	1,576,431	1,546,081	1,747,160	1,736,400
DP Capital Outlay	5,034	120,966			
Other Charges/Pass Thru	1,884,000	1,777,193	1,847,536	1,979,500	1,980,300
Total	\$19,555,080	\$19,665,200	\$17,620,500	\$18,495,400	\$18,955,900
FTE/Other					
Total FTE	224	217	205	201	212
Vehicles	5	6	11	11	11

*Non-state funds as estimated by agency.

4.2 Federal Funds

Program	FY 2003 Actual	FY 2004 Estimated	FY 2005 Analyst
Title XX Soc Svc Block	\$179,907	\$339,600	\$339,000
Required State Match (Admin. Costs)	\$179,907	\$339,600	\$339,000
Totals for this grant/contract	\$359,814	\$679,200	\$678,000
 Title XX Soc Svc Block (Local Discretionary)	 \$1,199,812	 \$1,202,000	 \$1,202,000
Required State Match	0	0	0
Totals for this grant/contract	\$1,199,812	\$1,202,000	\$1,202,000
 Title IVD Child Support	 \$21,453	 \$20,000	 \$20,000
General Funds	21,453	20,000	20,000
Totals for this grant/contract	\$42,906	\$40,000	\$40,000
 Title IVE Foster Care	 \$876,018	 \$814,300	 \$811,400
General Funds	876,018	814,300	811,400
Totals for this grant/contract	\$1,752,036	\$1,628,600	\$1,622,800
 Dev Disability Grants *	 \$500,255	 \$570,300	 \$531,100
General Funds	166,750	190,100	177,000
Totals for this grant/contract	\$667,005	\$760,400	\$708,100
<i>*For administration, state match is 35%. Grant recipients must provide their own match.</i>			
 Title IVE Adoptions	 \$18,074	 \$12,600	 \$12,100
General Funds	18,074	12,600	12,100
Totals for this grant/contract	\$36,148	\$25,200	\$24,200
 DHS Other Grants (Indirect Cost Pool)	 \$4,259,604	 \$4,879,100	 \$5,006,800
General Funds	4,796,280	5,311,200	5,418,900
Totals for this grant/contract	\$9,055,884	\$10,190,300	\$10,425,700
 DHS Other Grants (Child Visitation)	 \$36,459	 \$100,000	 \$100,000
General Funds	20,000	20,000	20,000
Totals for this grant/contract	\$56,459	\$120,000	\$120,000
 DHS Other Grants (Utah Real Choice)	 \$54,666	 \$559,900	 \$559,900
General Funds	-	-	-
Totals for this grant/contract	\$54,666	\$559,900	\$559,900
 Urban Enterprise Grant	 \$238,587	 \$290,000	 \$290,000
General Funds	0	0	0
Totals for this grant/contract	\$238,587	\$290,000	\$290,000
 Total Federal Funds	 \$7,384,835	 \$8,787,800	 \$8,872,300
Total State Matching Funds	6,078,482	6,707,800	6,798,400
Total Funds	\$13,463,317	\$15,495,600	\$15,670,700

**Future Impact of
Current Federal
Fund Decisions**

The future funding level of the Social Services Block Grant is tenuous. It has been reduced significantly over the past few years and could possibly be reduced in the future. The current Congress has not yet agreed to next year's funding level.

4.3 Fee Schedule

The fee schedule for licensure must be approved by the Legislature and included in the Appropriations Act. Fees collected are deposited with the General Fund, except for the FBI fingerprint check fees which are passed on to the FBI. Actual collections in FY 2003 amounted to \$ 67,854. Fees were significantly increased for the FY 2004 period. No changes are proposed for the FY 2005 fee schedule, as shown in the following table.

	Current Fee	Changes for FY 05	Estimated # Licenses	Estimated Revenues
Initial-new program*	\$ 300.00	no chg	50	\$ 15,000
Adult Day Care (0-50)	100.00	no chg	12	1,200
Adult Day Care per cap	3.00	no chg	250	750
Adult Day Care (50+)	200.00	no chg	1	200
Child Placing	250.00	no chg	60	15,000
Day Treatment	150.00	no chg	150	22,500
Outpatient Treatment	100.00	no chg	225	22,500
Residential Support	100.00	no chg	70	7,000
Residential Treatment	200.00	no chg	225	45,000
Residential Treatment per cap	3.00	no chg	3,900	11,700
Social Detoxification	200.00	no chg	10	2,000
Life Safety Pre-inspection	200.00	no chg	50	10,000
Outdoor Youth Program	300.00	no chg	9	2,700
Outdoor Youth Program per cap	5.00	no chg	628	3,140
Intermediate Secure Treatment	250.00	no chg	5	1,250
Intermediate Secure Treatment per cap	3.00	no chg	200	600
FBI Fingerprint Checks **	24.00	no chg	1,000	24,000
Total Estimated FY 2005 Revenues				<u>\$ 184,540</u>
* Except comprehensive mental health, substance abuse.				
** Fees collected for the FBI fingerprint checks are passed through to the FBI.				